

LOBBYIST REGISTRATION FORM INSTRUCTIONS

SECTION I Lobbyist Registration

If this is the initial registration, check the box marked "Initial Registration."

Please refer to the City Clerk's webpage for the current Schedule of Fees.

Enter the Lobbyist information including name, address, telephone and fax numbers, and e-mail address.

A **Lobbyist** may be any person that meets the following definitions:

- A **Contract Lobbyist** engages in lobbying on behalf of one or more clients (acting individually or through agents, associates, employees or contractors) and who has received or has entered into an agreement for compensation of one thousand dollars (\$1,000.00) or more, or equivalent nonmonetary compensation ("threshold compensation") for engaging in lobbying during any consecutive three-month period
- A **Business or Organization Lobbyist** is any business or organization, whose owner(s), officer(s) or employee(s) carry out lobbying on its behalf, in an aggregate amount of ten hours or more within any consecutive twelve (12)-month period, whether or not such officers or employees are specifically compensated to engage in lobbying; provided, that the activities of officers shall be considered lobbying only if those officers receive compensation by the business or organization beyond reimbursement for their reasonable travel, meals or incidental expenses.
- An **Expenditure Lobbyist** makes payments or incurs expenditures of five thousand dollars (\$5,000.00) or more during any calendar year in connection with carrying out public relations, advertising or similar activities with the intent of soliciting or urging, directly or indirectly, other persons to communicate directly with any City official in order to attempt to influence legislative or administrative action. The five thousand dollar (\$5,000.00) threshold shall not include: (A) compensation paid to contract lobbyists or employees for lobbying; or (B) dues payments, donations, or other economic consideration paid to an organization, regardless of whether the dues payments, donations or other economic consideration are used in whole or in part to lobby.

Check applicable type of Lobbyist and proceed to fill out the corresponding section(s) requesting information for type of Lobbyist checked.

Check the box describing how the Lobbyist is organized. If none of the boxes are applicable, check "Other" and describe how it is organized.

- If the Lobbyist type is a sole proprietorship or partnership of fewer than 5 persons, check the box and list the name of the sole proprietor or the names of each person with an ownership interest in the business.
- If the Lobbyist type is a corporation, check the box and list the names of the officers and the agent for service of process.

SECTION II Lobbyist Report

If the Lobbyist is registered as an entity and not an individual, list the name of each person that is engaged in lobbying activity:

Contract Lobbyist: Identify the name of each person working for the Contract Lobbyist to engage in lobbying activity. The person may be an individual employed by the Contract Lobbyist, an individual working as an independent contractor for the Contract Lobbyist, or an entity that has a subcontract with the Contract Lobbyist, to engage in lobbying activity. In addition, if the independent contractor or subcontractor meets the \$1,000 threshold for compensation during any 3 consecutive month period, they must separately register as Contract Lobbyists and identify the Clients they represent. In this instance, the independent contractor or subcontractor may not be directly compensated by the Client whose interest they are advancing but by the Contract Lobbyist that had the initial arrangement with the Client.

- **Contract Lobbyist Client Information:**

- List the name, address, and telephone number of the Client. Specify the date when the Contract Lobbyist was retained to represent the Client. If the Contract Lobbyist has more than 1 Client, a separate page should be filled out for each Client.
- A Client is any person who compensates the Contract Lobbyist for representation.

Describe the nature and purpose of the Client's business.

Describe in detail the legislative or administrative action(s) the Contract Lobbyist was retained to influence and the outcome sought.

Business or Organization Lobbyist: Identify the name of each owner, compensated officer, and compensated employee of the Business or Organization Lobbyist engaged in lobbying activity on behalf of the Business or Organization Lobbyist.

Describe the nature and purpose of the Business or Organization Lobbyist business, organization or association.

Describe in detail the legislative or administrative action(s) the Business or Organization Lobbyist seeks to influence and the outcome sought.

Expenditure Lobbyist

If applicable, identify the name of each person working for the Expenditure Lobbyist to engage in lobbying activity.

Describe in detail the legislative or administrative action(s) the Expenditure Lobbyist seeks to influence and the outcome sought.

Specify the amount of the payment or expenditure for the qualifying activity. Qualifying activity includes any public relations campaign, advertising or similar activities for the purpose of soliciting or urging other persons to communicate directly with a City Official to influence a legislative or administrative action.

A **Legislative action** includes the drafting, introduction, consideration, modification, enactment or defeat of a resolution, ordinance, amendment thereto, report, nomination, or other action of the Mayor, City Council, or City board, commission, task force, or joint powers authority.

An **Administrative action** is the proposal, drafting, development, consideration, advocacy, recommendation, adoption, amendment or approval of any rule, regulation, agreement, contract, permit, license or hiring action.

SECTION III Attachments, Fees, and Verification

If the Lobbyist has reviewed the instructions for all of the forms and has determined there is nothing to report, check the first box indicating the same.

If the Lobbyist has reviewed the instructions for all of the forms and has determined that there is reportable activity, check the box and specify which forms are attached.

Lobbyist Initial Registration Fees is due within 15 days after qualifying as a lobbyist. For example, if a lobbyist qualified as a lobbyist on March 1st, the lobbyist must register with the City Clerk's Office and pay the initial registration fee by March 15th (15 days after qualifying as a lobbyist).

Prorated Registration Fee applies if any lobbying activity occurs after June 30th. For example, if a lobbyist qualified as a lobbyist on August 1st then the prorated fee for registration applies and will need to register within 15 days after qualifying as a lobbyist.